



DEPARTMENT OF COMMERCE AND INSURANCE
TENNESSEE STATE BOARD OF COSMETOLOGY
500 JAMES ROBERTSON PARKWAY, 1ST FLOOR
NASHVILLE, TN 37243-1147
(615) 741-2515

ATTACH

PHOTO

T N B O A R D	FILE NUMBER	<input type="checkbox"/> COSMETOLOGIST	PLEASE READ DIRECTIONS ON REVERSE SIDE
	<input type="text"/>	<input type="checkbox"/> AESTHETICIAN	
	XACT NUMBER	<input type="checkbox"/> INSTRUCTOR	
	<input type="text"/>	<input type="checkbox"/> SHAMPOO TECH	
		<input type="checkbox"/> NATURAL HAIR STYLIST	APPROVED <input type="checkbox"/>
		<input type="checkbox"/> MANICURIST	DENIED <input type="checkbox"/>
			BY _____

THIS PORTION ONLY TO BE COMPLETED BY APPLICANT.

A P P L I C A N T	<input type="text"/>				<input type="text"/>		<input type="text"/>					
	SOCIAL SECURITY NUMBER											
	NAME:		LAST			FIRST			SECOND			
	RESIDENCE:		Street						EMAIL ADDRESS:			
	City		State			ZIP			TELEPHONE ()			
	DATE OF BIRTH		Month	Day	Year	NAME OF HIGH SCHOOL			STATE	GRADE COMPLETED		
	AFFIDAVIT This is to certify that I, _____, attended _____ Cosmetology School of (state) _____ and graduated with _____ clock hours on _____ date.											

N O T A R Y	STATE OF _____ —ss:											
	I hereby swear or affirm that the statements on this form are true and accurate to the best of my knowledge and belief.											
	_____ Signature of applicant											
	Subscribed in my presence and sworn before me, this _____ day of _____, 19____.											
	My commission expires _____ _____ Notary Public											

PLEASE READ DIRECTIONS THOROUGHLY

1. **COMPLETE THE REVERSE SIDE OF THIS FORM.** Include your Social Security Number.
2. Take form to a **NOTARY PUBLIC** and have your signature Notarized.
3. Attach a copy of your Cosmetology School record or diploma, if available.
4. If you are from a FOREIGN COUNTRY, attach a copy of your Drivers License, Social Security Card, and Alien Registration or Naturalization papers.
5. Call the State Board you are currently licensed with and ask if they require a fee (or written request) for completing a **LICENSE CERTIFICATION**.
6. DO NOT send Tennessee's Reciprocity fee of \$50.00 with your application. You will be contacted for the required fee once your application has been received and approved. Please allow 7-9 Business days for Board office to receive your application.

Once approved for licensure in Tennessee, a permanent file number will be issued, and you will be **MAILED** an **APPROVAL LETTER** along with a request for remittance of the required fifty dollar (\$50.00) application fee.

DO NOT SEND THE APPLICATION FEE WITH THIS APPLICATION!

You will be permitted to work on your approval letter for a period not to exceed one (1) month. Upon receipt of your **APPROVAL LETTER** you may begin working by:

1. Posting your **APPROVAL LETTER**
2. Posting a money order receipt or copy of cashier's check made out to the Tennessee State Board of Cosmetology for the amount of fifty dollars (\$50.00).

NOTE: You will be required to produce proof of identification at all times.

7. **If you do not meet Tennessee's hourly requirement**, or did not attend a licensed cosmetology school, you may **submit proof of 5 years work experience** in the form of notarized statements. Statements must show proof of continuous and lawful employment in the cosmetology field for at least five years **immediately prior to the filing of the application**. Exact dates of employment are required as well as the owner/manager's signature. If you owned your own shop you must provide notarized statements from the shop's tax preparer or accountant as proof of employment. **DO NOT SEND COPIES.**

If you do not meet the minimum hourly requirement and cannot provide affidavits of 5 years work experience immediately prior to your application date, you will be required to take and pass the Tennessee practical examination.

PROOF OF WORK EXPERIENCE

If your hours of school training were less than 1500 hours for cosmetologist, 750 for aesthetician, or 300 for shampoo tech, natural hair stylist or instructor, follow the instructions below. (You MAY still qualify for reciprocity.) Submit:

1. NOTARIZED affidavits or
2. statements from employers on original letterhead documenting five (5) years of licensed work experience immediately prior (ending within the year before application) to application.

If you were self-employed (owned your own shop) work experience affidavits/statements may be approved if from the following sources:

1. employer — owner or manager of previous salon(s).
2. tax preparer, or accountant.
3. affidavit from applicant's State Board.
4. shop licenses dating back five (5) years, from self owned shop.
5. other, to be approved by the Board office unless it is deemed necessary to be presented to the Board.

TENNESSEE RECIPROCITY REQUIREMENTS

Cosmetologist	1500 hours (school)
Manicurist	600 hours (school)
Aesthetician	750 hours (school)
Shampoo Tech	300 hours (school)
Natural Hair Stylist	300 hours (school)
Instructor	1500 cosmetologist hours plus 300 hours licensed instructor training (or 5 years instructor experience)

**YOU MAY NOT WORK UNTIL YOU RECEIVE YOUR APPROVAL LETTER
AND CAN SHOW PROOF OF PAYMENT OF APPLICATION FEE.**

It is our intent and desire to make all reciprocal license transactions as quick and convenient as possible; however, state laws, board rules and office policies must be observed — these requirements may not be waived and exceptions are not considered. DO NOT ASK THE OFFICE STAFF FOR “SPECIAL HANDLING” AS ALL APPLICATIONS MUST BE PROCESSED IN THE SAME MANNER AND OUR COMPUTER SYSTEM WILL NOT PROCESS INCOMPLETE APPLICATIONS.

**THE PRACTICE OF COSMETOLOGY IS PROHIBITED IN THIS STATE UNTIL
A PROPER TENNESSEE LICENSE IS SECURED**